

# GENERAL INFORMATION

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### PARKS AND RECREATION COMMISSION

Stephanie Clark  
Carole Johnson  
John Lagerquist  
Mick Nazerali  
Betty Jo Neill  
**Vacant Position**  
**Vacant Position**

### REGISTRATION PROCEDURES:

- Registration starts, **Monday, January 3**
- Registration is accepted on a first-come, first-serve basis during office hours.
- Office hours: 8:00am to 5:00pm, Monday-Friday.
- Phone-in registrations require payment by Visa or MasterCard at the time of registration.
- **Phone: 509-338-3227**

### CARE-TO-SHARE?

Each year in communities across the country, thousands of kids are denied the opportunity to participate in some of their favorite recreational activities for the simple fact their families cannot afford the registration fees... and the City of Pullman is no exception. This is why the Pullman Parks and Recreation Department created the "Care-To-Share" fund. This special fund exists entirely from monies donated from individuals and businesses in the Pullman community. The fund is designed to provide financial assistance to low income families, which allows youth to participate in recreation programs they otherwise, may not be able to afford on their own. Over the past two years, this fund has provided nearly 200 scholarships for individuals in various recreation and aquatic programs.

Here is your opportunity to make a difference in a child's life. By simply donating a few extra dollars at the time of registration or when it is convenient for you or your business, you can provide the opportunity for a disadvantaged child to participate in their favorite activity. Giving a little can certainly go a long way in an individual's life, as the "Benefits of Recreation are Endless."

**Kurt Dahmen**

Recreation Superintendent

### PARKS AND RECREATION STAFF:

<b>Kurt Dahmen</b> .....	<b>Recreation Superintendent</b>
<b>Alan Davis</b> .....	<b>Park Superintendent</b>
Andy Bible .....	Parks Maintenance
Merlene Greenway .....	Administrative Specialist
Guy Goedde .....	Parks Maintenance
Barry Hart .....	Parks Maintenance
Karen Johnston .....	Aquatic Program Coordinator
Kirk Koefod .....	Lead Parks Maintenance
Judy Lees .....	Administrative Specialist
Fern McLoed .....	Parks Maintenance
Steve Murphy .....	Community Improvement Rep.
Jean Overstreet .....	Preschool and Youth Programming
Lee Paul, CPRP .....	Sr. Center Program Coordinator
Megan Vining, CPRP .....	Recreation Supervisor
Varnel Williams .....	Horticulturist
Vacant .....	Parks Maintenance

# RECREATION INFORMATION

## Where Can I Register?

Registration will be accepted beginning Tuesday, Jan 3, 2006 at the following Parks and Recreation locations:

**Pioneer Center:**  
240 SE Dexter

(509) 338-3227 - Phone  
(509) 338-3313 - Fax

**E-Mail** questions to: [recreation@pullman-wa.gov](mailto:recreation@pullman-wa.gov)

**Aquatic Center:**  
500 NW Larry

(509) 338-3290 - Phone  
(509) 334-6696 - Fax

**Senior Center - City Hall:**  
325 SE Paradise

(509) 338-3307 - Phone

**Web Site:** [www.pullman-wa.gov](http://www.pullman-wa.gov)



### Mail:

Detach the mail-in registration form and send with a check or credit card information.

### Fax:

Fill out the registration form from this brochure and fax it to 338-3313. Visa or MasterCard



### Walk-In:

Pioneer Center at 240 SE Dexter or Pullman Aquatic Center at 500 NW Larry



### Phone:

338-3227 to Register using your Visa or MasterCard for payments. We do not reserve a program space without payment.

## REFUNDS.....

### When Parks and Recreation cancels an activity:

Participants will have three options:

- \* Receive a full refund
- \* Transfer to another class
- \* Transfer fee to your customer account to be used at a later date.

### When a participant cannot attend a class:

1. **Parks and Recreation office must be notified two business days prior to the class start date:** This is due to financial commitments we must make before activities begin
  - \* You may transfer to another class
  - \* Receive a refund minus a \$10 administration fee per refund voucher
  - \* Transfer the full program fee to your customer account, to be used at a later date
2. After the second session of a program should you request a refund, the refund will be pro-rated for the remainder of the class **minus a \$10 administration fee per refund voucher.**
3. If you are dissatisfied with the content of a program, you may receive a full refund if you notify the office prior to the third session of a program.
4. Refunds will only be possible if the class still meets the minimum class number requirement.

## WHAT IF A CLASS IS FULL AND I HAVE REGISTERED BY MAIL?

You will be notified and may choose to be put on a waiting list. If additional class openings become available, the waiting list will be used first to fill the class.

## WEATHER CANCELLATION

If the Pullman School District cancels school for the day because of inclement weather, then recreation classes and programs scheduled will not be held. To check program cancellations due to weather conditions, call **334-3131** or check the City web site at [www.pullman-wa.gov](http://www.pullman-wa.gov)

## BROCHURE MAILING LIST

Parks and Recreation direct mails a copy of our brochure to all City of Pullman residents. If you live outside the city limits and are interested in receiving a brochure please call 338-3227.

## ASSISTANCE - CARE-TO-SHARE

Financial assistance is available for children and youth up to 17 years of age interested in participating in Parks and Recreation activities, residing within the Pullman School District. Care to Share is based on a 50% match; two activity enrollments are allowed per child up to \$20 each activity or one activity enrollment per child up to \$40 per brochure. (No residual carry over will be allowed). To be eligible, families must be receiving assistance through one of the following programs: free school lunches, Food Stamps, Income Assistance AFDC/TANF, or energy assistance (verification needed for assistance to be granted). **To apply:** mail or bring the form on page 45 to Pullman Parks and Recreation, 240 SE Dexter, Pullman, WA 99163. (Our other locations are unable to process Care-to-Share applications). We will then notify you within one business day of the amount you are eligible to receive.